Electronic Plan Submittal
Division of Industry Services
SharePoint Instructions for Plan Submitters
Last Revised: 5/27/15

In order to access the Division of Industry Services ePlan Review Site **submitters must register for a State of WI/DOA account to use SharePoint.** This registration is a one-time requirement – for instructions to register, please refer to Appendix 1 at the end of this document.

The next step is to schedule your Commercial Building or General Plumbing plan review appointment via the DSPS online scheduling process. Click on this link to schedule plans through the web scheduler .

To request electronic plan review for Swimming Pools, Private Onsite Wastewater Treatment Systems (POWTS), Elevators or Gas Systems/Anhydrous plans, complete the appropriate application form and e-mail it along with your registered SharePoint username to DSPSsbPlanSchedule@wi.gov .

Once you have registered for your logon username and have received confirmation of your scheduled plan review with transaction ID number, you will be given permission to upload your plans and related documents to the SharePoint site.

Step 1-Login: Login to site using the link provided in your 'Welcome to SharePoint' email or using the following link https://webapps.wi.gov/sites/dsps/planreview/default.aspx .
When prompted, enter your State of WI/DOA username/password (see Appendix 1 if you don't have an account). Microsoft Internet Explorer is the preferred browser.

Please note that you must preface your username with 'wiext\' per the screen capture below:
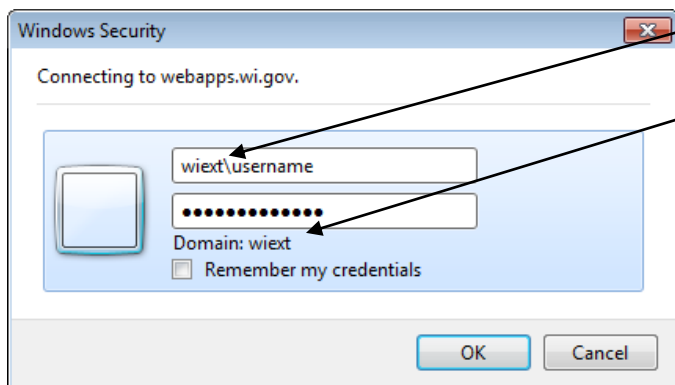
Tips:
If 'Domain' displays, confirm it shows 'wiext'

If displayed, Click on the "Use Another Account" option to enable the entry of both username and password.

Are you are getting 'Access Denied'?

See the tips on next page and if problem persists, send email to DspsElectronicPlanSubmittalTech@wi.gov

Are you getting 'Access Denied'?

Please make sure that:

- You are using Internet Explorer (IE) as your web browser
- You are entering 'wiext\' in front of your username
- Internet Explorer versions 10 or higher should be run in Compatibility Mode
  To turn on Compatibility View:
    - See if the Compatibility View button appears next to the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
    - Click the Compatibility View button to display the site in Compatibility View.

Check your browser settings:

- Check the setting in Internet Explorer under 'Tools, 'Internet Options', 'Browser History'/'Settings', and make sure 'Check for Newer Versions of Pages' is set to 'Every Visit to Page'
- Delete all Temporary Internet Files and History

Add SharePoint to your trusted site list:

- Click the Tools button, and then click Internet Options.
- Click the Security tab, and then click a security zone (Local intranet, Trusted sites, or Restricted sites)
- Click Sites.
- If you clicked Local intranet in the previous step, click Advanced.
- The website should be shown in the Add this website to the zone field. Click Add and add   https://webapps.wi.gov to the trusted site and save.
  If the site is not a secure site (HTTPS), clear the Require server verification (https:) for all sites in this zone check box.
- Click Close, and then click OK (or click OK twice if you clicked Local intranet in step 4).

Confirm Password/Password Recovery:

- Please confirm you are using the correct password by attempting to log in under 'Profile Management' on the DOA/State of WI account management page: https://register.wisconsin.gov .
- If you have forgotten your password or aren't sure if you have a SharePoint ID please use the Login ID/Password Recovery option on https://register.wisconsin.gov
- **Note: If user has multiple accounts to same e-mail address the password recovery process will not work.**
  In order to disable username accounts request assistance at the following address: WILMSHelp@Wisconsin.gov .

UPLOADING

Step 2: Click on the 'Plan review Documents' link under 'Libraries' and click on the name of the project shown in blue from the Project List.

NOTE: If your project does not appear on list or to find your approved plan, select Plan Review Documents from Libraries menu on left side of screen. Using the drop down list that appears next to "**_Plan Reviews-Active**" change View to "**_Plan Reviews – All**".
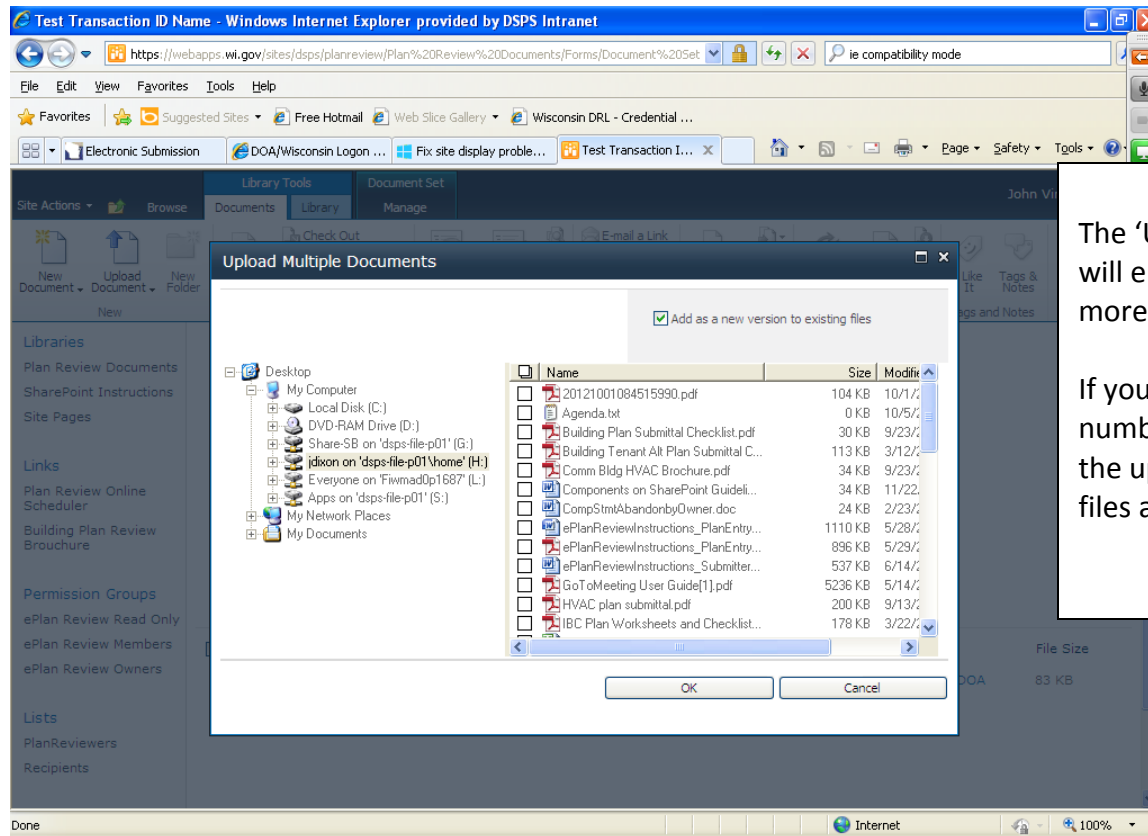
Step 3: Uploading documents

Click on the 'Documents' tab under 'Library Tools'. From the 'Documents' ribbon, click the dropdown arrow on the 'Upload Document" icon to upload single or multiple documents.

Upload Document
Upload a document from your computer to this library.

Upload Multiple Documents
Upload multiple documents from your computer to this library.
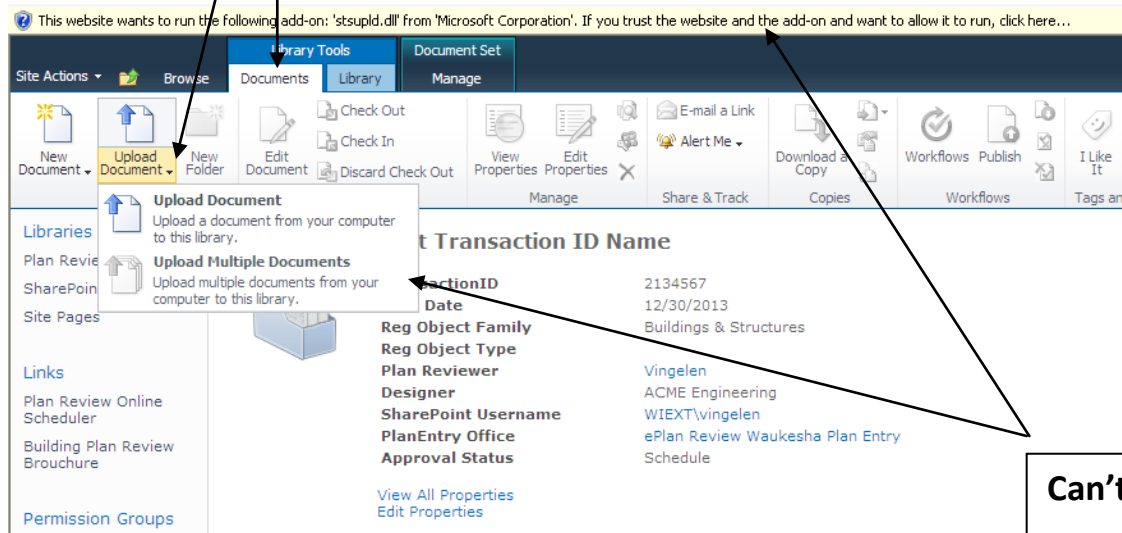
**Can't see 'Upload Multiple Documents'?**

If 'Upload Multiple Documents' does not appear as a menu option, please confirm that you are using Internet Explorer as your Web browser and that you have downloaded any ActiveX controls as prompted via a 'yellow banner' in your browser.

The 'Upload Multiple Documents' command will enable you to view and locate one or more files on your local PC/network.

If you experience problems uploading large numbers of files at once, please break up the upload procedure into groups of 10-12 files at a time.

Please note that an alternative method to upload documents is to use the 'Open with Explorer' option per below.
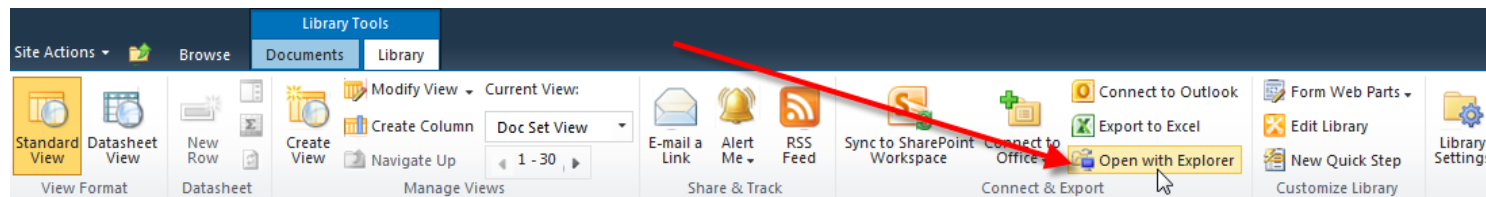
E-Plan Review Upload Standard Requirements:

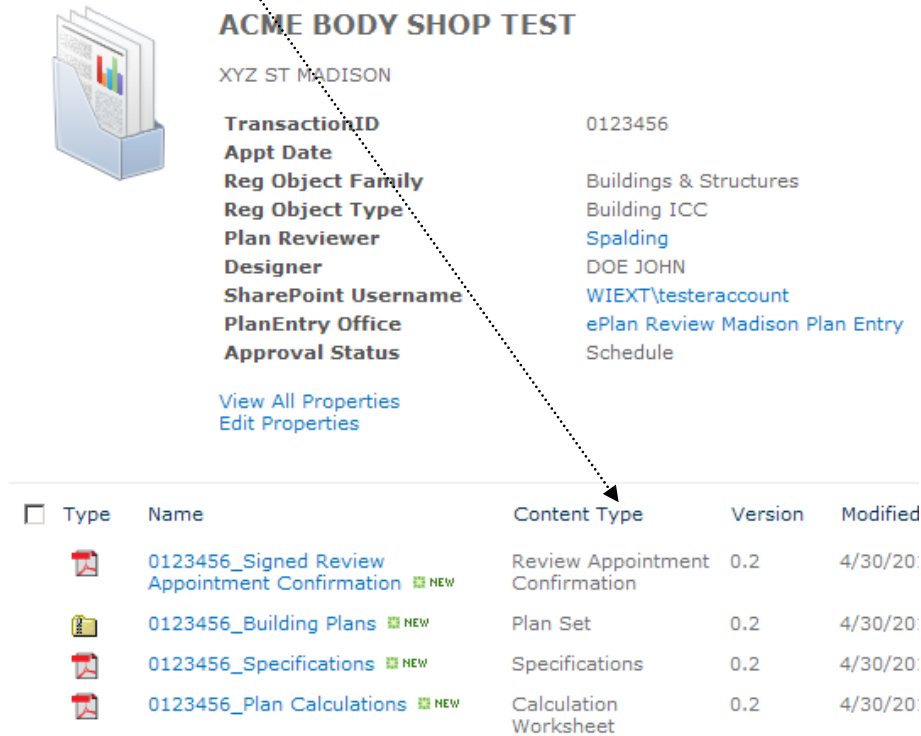*Failure to follow these standard requirements may delay processing of your plan review.*

- **Required File Format:** Adobe Acrobat .pdf – Ensure uploaded documents are unlocked for editing so that a reviewer may attach an approval stamp.

- **Zip Files**: Prior to uploading to SharePoint please convert each drawing sheet into a separate .pdf file and then **combine all of the .pdf sheets into a single compressed .zip file.** To create the .zip file, please use the utility included in your computer's operating system. For those using Windows 7, the following link provides an overview on creating a .zip file
http://windows.microsoft.com/en-US/windows7/Compress-and-uncompress-files-zip-files

- **File Naming Convention:**

  .zip File/Folder/Plan Set Required Naming Convention: Transaction # underscore and Description (such as *0123456_Plan Set* or *0123456_Specifications*)

  Plan Pages/Individual Files Required Naming Convention: Discipline or reference number indicated on the index sheet underscore and Description (such as A101_Architectural Front view or C100_SitePlan)

Discipline Index	
I	Index/Title Sheet
A	Architectural
S	Structural
M	Mechanical
FS	Fire Suppression
FA	Fire Alarm
P	Plumbing
E	Electrical
C	Civil

- **CONTENT TYPE:** Use Edit Properties on the Document to update the "Content type".

ACME BODY SHOP TEST

XYZ ST MADISON

|	
TransactionID	0123456
Appt Date	
Reg Object Family	Buildings & Structures
Reg Object Type	Building ICC
Plan Reviewer	Spalding
Designer	DOE JOHN
SharePoint Username	WIEXT\testeraccount
PlanEntry Office	ePlan Review Madison Plan Entry
Approval Status	Schedule

View All Properties
Edit Properties

Type	Name	Content Type	Version	Modified
	0123456_Signed Review Appointment Confirmation 🗗 NEW	Review Appointment Confirmation	0.2	4/30/20:
	0123456_Building Plans 🗗 NEW	Plan Set	0.2	4/30/20:
	0123456_Specifications 🗗 NEW	Specifications	0.2	4/30/20:
	0123456_Plan Calculations 🗗 NEW	Calculation Worksheet	0.2	4/30/20:

- **Orientation:** All files shall have correct orientation for viewing the files once uploaded.

- **Legibility**: All files shall be of sufficient clarity, character and detail to show how the proposed design will conform to the code per SPS 361.31(2)(d). Program specific submittals shall be legible to show pertinent information. (Example: Plumbing site plans shall only show specific plumbing items, have color coding, or provide an isometric file). Revisions shall be clearly indicated.

- **Uploading Plan Revisions:** **Prior to approval**, if you are asked to revise any of the previously uploaded documents, refer to Step 3 above. Please note that a revised document should use the same filename as the original document to utilize version control within SharePoint. **Revisions AFTER plan approval require a new Transaction ID** – if you have any questions regarding revisions, please contact the Plan Entry Office.

- **Approved Plans:** Once plans are approved, your permissions will be automatically modified to READ ONLY and you will no longer be able to upload additional documents.

AUTOMATIC EMAIL ALERTS OF NEW DOCUMENTS

- Please note that the Plan Submitter and Plan Reviewer will receive automated email alerts when new documents are uploaded to the site, similar to below:
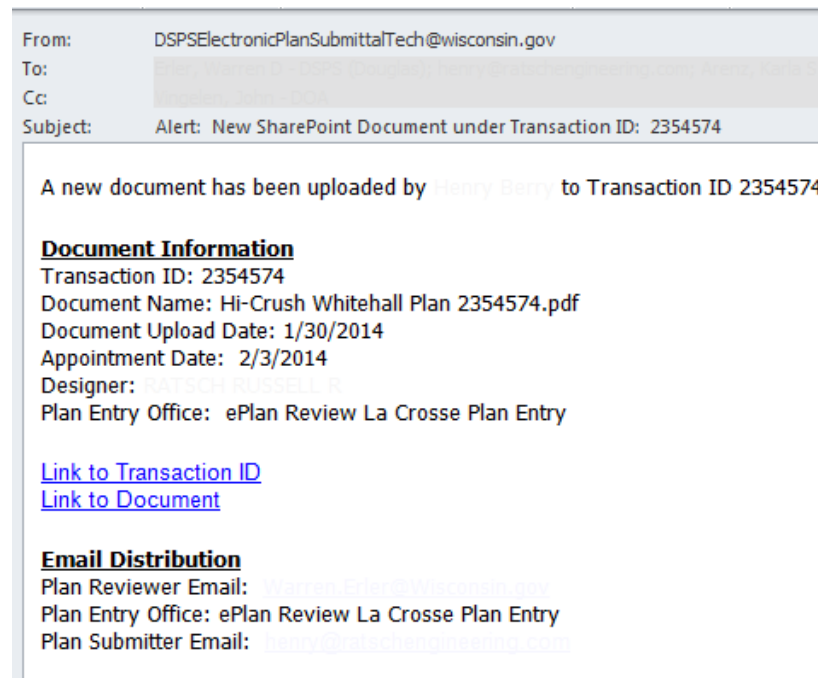
OTHER REQUIRED DOCUMENTATION AND FEE PAYMENT

- **Review Appointment Confirmation Notice:** Upload (in a separate document) a scanned copy of your transaction confirmation notice with signatures as applicable.

- **Payment of Fees:** Payment for electronic plan review is made **by invoice only**. An invoice for fees due will be mailed directly to the Designer of Record following plan approval. **The Designer's signature authorizing invoicing of fees is required where indicated on the Review Appointment Confirmation Notice and this signed form is required to be uploaded to SharePoint at the time of plan upload.**

- **Electronic Signature/Seal:** Designers should provide an electronic version of their Wisconsin Professional Architect/Engineer/Designer signature and seal applied to the pdf plan documents prior to upload.

- **Designers: Please do not use the Adobe Acrobat certification tool to certify your plans prior to uploading.**

- **Petition for Variance Notary Seals:** If the Notary Public has used an embossed seal rather than an inked stamp to validate the document, the plan submitter should shade the embossed area lightly with a pencil before scanning it for upload.

DOCUMENT SUBMITTAL DUE DATE

- Plans and related documents **must** be uploaded to the SharePoint site two business days prior to review date.
- To request rescheduling or cancellation of your review please e-mail DspsSbPlanSchedule@wi.gov .

PRINTING PLAN DOCUMENTS

- It is recommended that the User download plan documents to a personal drive before printing. Select document to be printed and use the Download a Copy icon to proceed.
- From the Adobe print menu prompt Select "Documents and Stamps" under the Comments and Forms option.
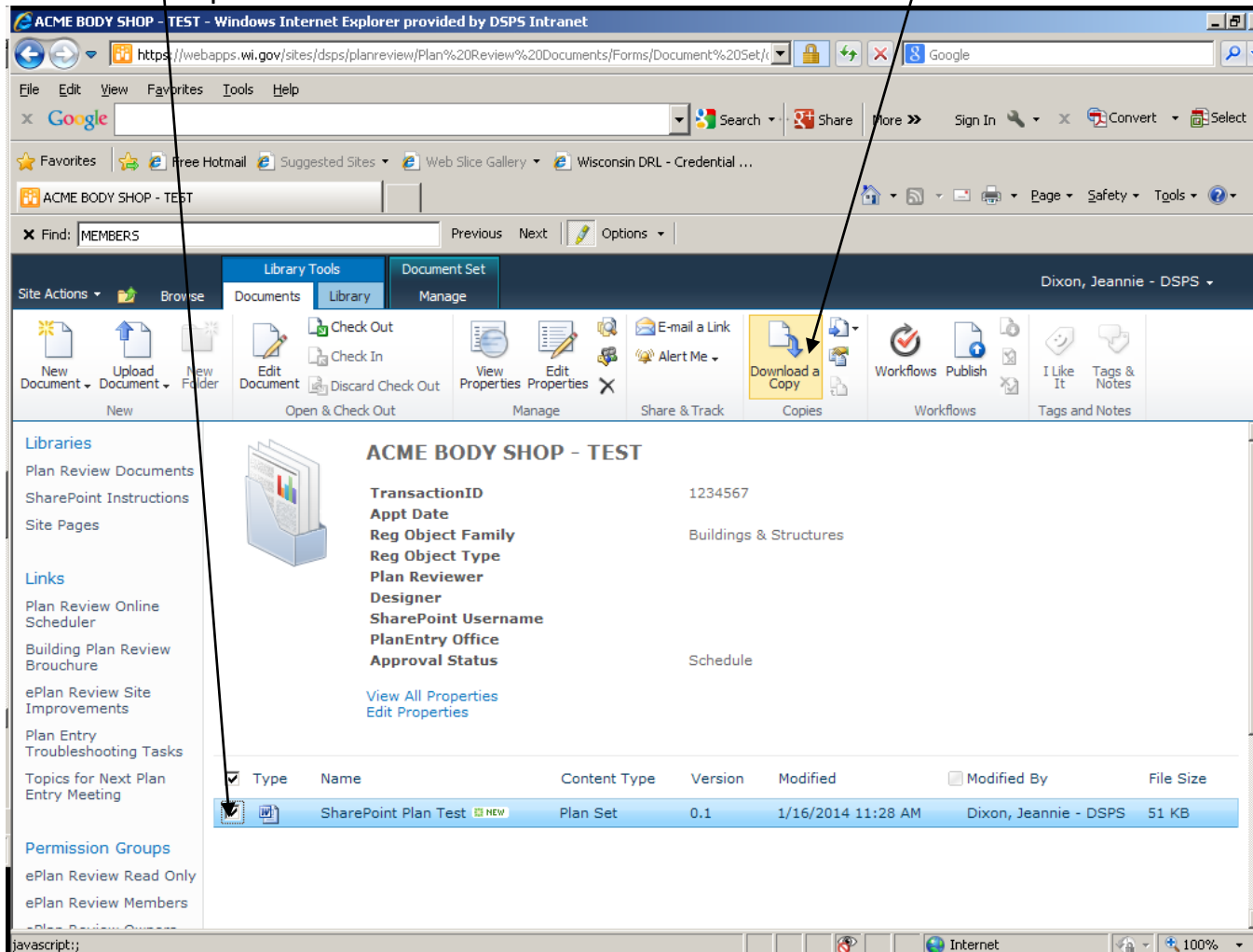
REPORTING TECHNICAL PROBLEMS

If after reviewing these SharePoint Instructions you are still experiencing technical problems and need further assistance, please e-mail: DSPSElectronicPlanSubmittalTech@wi.gov.

Appendix 1: Register for a username/password on http://register.wisconsin.gov .

In order to access the DSPS ePlan Review site, Submitters must obtain a State of WI/DOA username/password from this site http://register.wisconsin.gov . Once registered, Submitters will be provided a DOA credential under the Wisconsin External (wiext) domain.   This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

Not sure if you already have DOA/State of WI account?

Use the 'Profile Management' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'.

Account Creation

*Indicates Required Field

Profile Information

First Name	John	*
Middle Initial		
Last Name	Doe	*
Suffix		
E-Mail	johndoe@gmail.com	*
Phone	Use this format 6085551234 ___ ext. ___	
Mailing Address		
Street Address	101 Main Street	
City	Madison	
State/Province	Wisconsin	
Zip Code	___ - ___	

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems
```
DHS Vital Records
SharePoint
WEDSS
```
*

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID	johndoe	*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.
Password Tips

Password	••••••••	*
Re-enter Password	••••••••	*

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.
Secret Question and Answer Tips

Secret Question	City of birth	*
Secret Answer	springfield	*

Verification

This step helps prevent automated registrations.
If you cannot see the number below click here.

28433 Please enter the number as it is shown in the box to the left. `28433` *

Once registered, please provide your SharePoint Login ID when submitting plan review requests via the Web Scheduler.

Once you have been granted permission, you should receive an automated 'Welcome to SharePoint' email with a link to the site or you may refer to the site link provided on Page 1 of these instructions.